

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

June 5, 2006

CALL TO PODIUM:**RESPONSIBLE STAFF:**

James M. McGuire, Leisure
Services Program Director,
Parks, Recreation and Culture

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
X	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item
is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Award a Contract to Purchase Recreation Program Apparel for Youth, Teen and Adult Sports Programs, Summer Camps and Aquatics (\$48,390)

SUPPORTING BACKGROUND:

A Request for Proposal was assembled and advertised in March of 2006 for the purchase of program apparel necessitated by City divisions such as Parks, Recreation and Culture and Planning and Code Administration. The apparel includes tee shirts, sweatshirts, tote bags, hats and soccer socks.

The Request for Proposal was advertised in the *Gazette Newspapers* on March 31, 2006 and the City Web Site. Twenty Requests for Proposals were mailed to vendors. The following sealed responses were received and opened on May 5, 2006 at 9:00 a.m.

Cum Shaw, Inc.	\$48,390.00
Special Tees, Inc.	\$55,687.17
Graphic Visions Assoc.	\$68,005.00

Staff completed a formal review of the submitted proposals and recommends Cum Shaw, Inc. be awarded the contract.

The current contract with KNC Marketing, Inc. (\$32,972.62) for FY'06 will expire June 30, 2006.

DESIRED OUTCOME:

Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James M. McGuire

Date of City Council Meeting: June 5, 2006

AUTHORIZING

Purchase ____ Award Contract X Transfer Funds ____ Negotiate/
Execute a Contract ____

BID INFORMATION:

Advertisement Date March 31, 2006

Newspaper(s) Gazette Newspaper

Bids Opened/Tabulated (date) Friday, May 5, 2006 9:00 a.m.

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Request for Proposals were submitted for apparel necessitated by Recreation Programs and divisions of service within the City. This RFP is to begin July 1, 2006 in accordance with the FY'07 fiscal year the contract is for one year, renewable for a maximum of an additional three one-year contracts.

CONTRACTED/PURCHASE FROM:

Company Name: Cum Shaw, Inc.

Street Address: 14672 Rothgeb Drive

P. O. Box Number _____

City/State/Zip: Rockville, Maryland 20850

CONTRACT/PURCHASE AMOUNT: \$48,390

Check One: In the Amount of ____ Not to Exceed X

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget ____

Account Number: Please see attachment

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available ____ Not available ____

Finance Dept.

Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND THE CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO AWARD A
CONTRACT TO PURCHASE APPAREL

WHEREAS, a Request for Proposal for program apparel was advertised in the March 31, 2006 issue of the Gazette Newspaper, and sealed bids were opened, reviewed and tabulated on May 5, 2006; and

WHEREAS, the Mayor and the City Council have determined to award a contract to the bidder meeting City specifications:

NOW, THEREFORE BE IT RESOLVED by the Mayor and the City Council of Gaithersburg, that the City Manager be and he hereby is authorized to award a contract to Cum Shaw, Inc., 14672 Rothgeb Drive, Rockville, Maryland 20850, in the amount of Forty-Eight Thousand Three Hundred Ninety Dollars (\$48,390); said funds to be expended from the Operating Budget.

ADOPTED by the City Council this 5th day of June, 2006.

SIDNEY A. KATZ, MAYOR and
President of the City Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
In public meeting assembled on the 5th day
of June, 2006.

David B. Humpton, City Manager